REPORTS INVENTORY

CONTROL NO.

DDS/OC-001

PREPARE IN DUPLICATE

| 1. TITLE OF REPORT (if a fill-in report include Form No.) | 2. TYPE OF REPORT | X STATISTICAL |
|---|---|---|

Quarterly Report

X

NAME LISTING

| 3. FUNCTIONAL AREA | PERSONNEL | TRAINING | 1 ADMIN. GENERAL |
|---|---|---|---|
| | LOGISTICS | SECURITY | OTHER (specify) |
| | MEDICAL | FINANCE | 2 COMMUNICATIONS |

| 4. NO. OF COPIES PREPARED | 5. FREQUENCY (weekly, monthly, quarterly, etc.). | 6. DISTRIBUTION (No. of components not number of copies) |
|---|---|---|
| 3 | Quarterly | 1 + 1 Vital Document |

| 7. FORMAT (memorandum, form computer print-out, etc) | 8. ADP PROCESSING | 9. DIRECTIVE AUTHORITY REQUIRING REPORT |
|---|---|---|
| Memorandum | YES / X NO / IF YES GIVE ADP PROCESSING NO. | OC Order 7.4 |

| 10. PREPARING COMPONENT (include lowest level contributing information to report) | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) |
|---|---|
| OC-RMS/RMB/RCB/Sections | 3 - monthly reports |

## 12. COST FACTORS

### A. MANUAL PREPARATION AND REVIEW COSTS

| GRADE | HOURLY RATE | X | HOURS PER REPORT | = | COST PER REPORT | X | TIMES PREPARED | = | COST PER YEAR |
|---|---|---|---|---|---|---|---|---|---|
| GS 5-13 | Average GS-9 $4.90 | | 40 | | $196.00 | | 4 | | $ 784.00 |
| GS-17 | Average $16.24 | | 4 | | 65.00 | | 4 | | 260.00 |

### B. COSTS OF COMPUTER PRODUCED REPORTS

| | | | | |
|---|---|---|---|---|
| | | | | |

| TOTAL COSTS PER YEAR | $1,044.00 |
|---|---|

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report was changed from a monthly to a quarterly report effective October 1969. The previous monthly report has been required since 1951. The report is used to brief Top Management and the OC Historian.

## 14. FUTURE GOALS

| PROPOSED BY COMPONENT FOR THIS REPORT | | ESTIMATED SAVINGS | |
|---|---|---|---|
| X RETAIN AS IS / CHANGE / DISCONTINUE | OTHER (explain) | MAN-HOURS | DOLLARS |

25X1

| 16. DATE OF INVENTORY | 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION | 18. EXTENSION |
|---|---|---|
| 25X1  17 Sept. 1970 | Records Administration Officer | |

FORM 9-70  142

(22-45-43)